



# COMMONWEALTH of VIRGINIA

## Virginia Department of Criminal Justice Services

1100 Bank St. 12th flr.  
Richmond, VA 23219

### FY2010 Annual SWaM Procurement Plan

Date of Submission: [Fri Sep 25 16:44:59 EDT 2009](#)

1. Agency/Institution Official Name: [Virginia Department of Criminal Justice Services](#)

Address: [1100 Bank St. 12th flr., Richmond, VA 23219](#)

2. Agency Code: [140](#)

Sub-Agency Code(s):

3. Agency Head: [Leonard Cooke](#)

Phone Number: [804-786-8718](#)

Email Address: [leonard.cooke@dcjs.virginia.gov](mailto:leonard.cooke@dcjs.virginia.gov)

4. Secretariat: [Public Safety](#)

5. List your FY2010 SWaM expenditure goals for Small, Women- and Minority-Owned businesses as a percentage of your projected discretionary expenditures. Goals should include your projected sub-contracting expenditures if applicable. FY2009 goals were pre-filled from your FY2009 SWaM plan. FY2009 SWaM expenditures were system-generated from the SWaM Dashboard.

	MBE	WBE	SBE
FY2009 Agency SWaM Goals	<a href="#">7 %</a>	<a href="#">15 %</a>	<a href="#">20 %</a>
FY2009 Agency Actual Expenditures	<a href="#">2.64 %</a>	<a href="#">5.68 %</a>	<a href="#">13.97 %</a>
Total FY2010 Projected SWaM Spend Goals	<a href="#">5 %</a>	<a href="#">15 %</a>	<a href="#">20 %</a>

(Percentage based on Discretionary Budget)

6. Describe the process for determining your SWaM goals and issues that have been taken into consideration for determining these goals

[DCJS analyzes discretionary spending for the previous fiscal years and anticipated expenditures for the current fiscal](#)

year to determine goals. We consider the agency budget, needs of the agency, Executive Orders of the Governor, and the available SWAM vendor pool.

## **II. Designation of Procurement Champion(s)**

### **A. Purchases and Supply Division**

Name: Feliscia Bagby

Title: Procurement Officer

Mailing Address: 1100 Bank St., 12th Flr.

Telephone/Fax: 804-786-2646

E-mail Address: feliscia.bagby@dcjs.virginia.gov

### **B. Building and/or Construction Division (if applicable)**

Name: N/A

Title:

Mailing Address:

Telephone/Fax:

E-mail Address:

## **III. Responsibilities, Policies and Procedures**

### **A. Who is responsible for the following (Name and Title for each):**

1. Producing the Annual SWaM Plan for the agency? Feliscia Bagby/Reeva Tilley ( Procurement Officer/ Fiscal Manager )
2. Monitoring the agency spend with SWaM vendors? Feliscia Bagby ( Procurement Officer )
3. Evaluating the progress in meeting the SWaM goals? Feliscia Bagby/Reeva Tilley/John Colligan ( Procurement Officer/Fiscal Manager/Director of Administration )
4. Planning and implementing agency participation in Diversity Outreach Events? Feliscia Bagby/Reeva Tilley/John Colligan ( Procurement Officer/Fiscal Manager/Director of Administration )
5. Providing training on SWaM policies and procedures for agency staff and end users? Feliscia Bagby ( Procurement Officer )
6. Posting future procurement opportunities on eVA site? Feliscia Bagby ( Procurement Officer )
7. Does the Agency Head meet with the SWaM Procurement Champion(s) on a regular basis to discuss the agency progress and/or barrier that prevent the agency from meeting the SWaM goals? Yes  
If yes, how often: Quarterly

### **B. Does your agency subscribe to the policies that follow:**

1. All solicitations under \$5000 are issued as set-asides for DMBE certified Small Businesses? Yes

2. Solicitations between \$5000 and \$50,000 are issued as set-asides for DMBE certified Small Businesses? [Yes](#)

3. Solicitations above \$50,000 are issued as set-asides for DMBE certified Small Businesses? [Yes](#)

[Yes, if there is and adequate vendor pool.](#)

4. For all contracts in excess of \$100,000, prime contractors are required to submit Small Business Subcontracting Plans and proof of payment to the Subcontractors? [Yes](#)

5. All proposals from prime contractors are evaluated with weighted value assigned to the prime's Small Business Subcontracting Plan? [Yes](#)

Weight Assigned: [No applicable RFP issued in FY09](#)

6. Does the agency apply a broad definition of "prior experience", not only to the firm but also to the personnel to be assigned to the contract, in order to include participation of SWaM businesses in state procurements? [Yes](#)

7. Does your agency make early postings of future procurement opportunities on the eVA website in order to allow SWaM businesses to prepare and compete for the solicitation? [No](#)

How far ahead?

8. Is training on the SWaM Initiative, and how to implement it, required of staff with procurement responsibility and end users? [Yes](#)

9. Are Outreach Events for certification/training/information purposes part of your agency's activities to enhance SWaM participation? [Yes](#)

How many will you attend in FY2010? [1 or more](#)

How many will you host in FY2010? [0](#)

10. Does your agency have a policy in place for unbundling contracts in order to include SWaM Participation? [Yes](#)

If No, is there a plan to develop a policy for unbundling?

11. Does your agency have a pre-qualification program? [No](#)

12. Has the agency developed any pilot programs to increase opportunities for SWaM vendors to perform as prime contractors on Commonwealth projects? [No](#)

[The agency does not do any sub-contracting of awards.](#)

13. Does your agency have specific barriers or limitations that prevent your agency from achieving your agency

SWaM goals and plans? **Yes**

DCJS provides procurement process support to other agencies as requested. These have included the Secretary of Public Safety and the Office of Commonwealth Preparedness. We provide procurement process support and are not ultimately responsible for who is awarded funds. These procurements, some of which are large, are counted against our agency spend and have had a negative impact on our SWaM goals. Despite our request DMBE has not taken these circumstances into consideration when calculating our SWaM performance.

14. Do you have a review process to evaluate the agency progress in achieving the agency's SWaM goal? **Yes**

The agency Procurement Officer has to report to agency management weekly on SWaM expenditures and SWaM dashboard is monitored on a monthly basis.

**C. Are there Procedures in place in your agency to do the following:**

1. Distribute information to certified SWaM vendors, as well as potential SWaM vendors, about procurement opportunities and to increase SWaM participation? **Yes**

Procurement opportunities are sent to potential SWaM vendors.

2. Strongly encourage eligible vendors to apply for SWaM Certification? **Yes**

All vendors eligible for SWaM certification are encouraged to apply.

3. Provide a standard form including prime company name, prime TIN, sub company name, sub TIN, subcontracting payment amount and payment date, to a prime contractor to be used to capture the required data for subcontractors participating on the contract? **No**

We do not have any contracts that utilize subcontractors

4. Please list NIGP codes of product or service that the agency is experiencing difficulties in finding certified SWaM vendors: **68021 68022**

5. Please list NIGP codes of product or service that the agency is making its most purchase: **96618 96115 96294**

6. Please provide the web link to your agency procurement policies:

<http://www.dcjs.virginia.gov/procurement/documents/DCJSSWaMPlanFY09.pdf>

7. Additional information:

Completed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Agency/Institution Head*

(The Plan must be reviewed, approved and signed by Agency/Institution Head)